

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MAY 10, 2019**

7:30 a.m.

Eau Claire County Courthouse, Room 2550

MEMBERS PRESENT: Daniel Kincaid, Stephanie Finn, Dennis Pope, Disa Wahlstrand

MEMBERS ABSENT: Jill Barland

STAFF PRESENT: Fire Chief Christian Bell
Deputy Fire Chief Al Bertrang
Deputy Fire Chief Jon Schultz
EMS Division Fire Chief Brian Toonen
Deputy Police Chief Chad Hoyord
Human Resources Director Victoria Seltun
FD Lieutenant Tony Hennings

The Commission convened in open session at 7:30 a.m. Meeting was called to order by President Daniel Kincaid. President Kincaid asked if there are any corrections or additions to the minutes of the Police and Fire Commission meeting held March 18th. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Bell proposed changes to the Firefighter Entry Level Hiring and Eligibility List Process for the Fire Department. A discussion was held regarding the current hiring process and a request for changes to Article VI of the PFC Policies and Procedures Manual with respect to testing options and supplementing of the CVTC hiring process. Chief Bell discussed the current limitations to the hiring process due to the current wording of Article VI. He made it clear that current qualifications for hire will not be changed. Motion was made by Commissioner Pope to approve the Amendment of Article VI as proposed by Chief Bell, seconded by Commissioner Finn.

A discussion was held with regard to the firefighter interview process. The Fire Department currently has 8 openings.

At 7:40 a.m., motion was made by Commissioner Finn, seconded by Commissioner Wahlstrand, and passed by unanimous roll call vote to go into closed session to conduct interviews of firefighter candidates.

At 10:48 a.m., motion was made by Commissioner Wahlstrand, seconded by Commissioner Finn, and passed unanimously to move into open session.

At 10:48 a.m. Fire Department Lieutenant Tony Hennings joined the meeting.

Based on the discussion held and interviews conducted in closed session, a firefighter eligibility list was created. Motion was made by Commissioner Pope, seconded by Commissioner Wahlstrand, and passed unanimously, to adopt the new eligibility list, which shall replace the previous list and remain in effect until replaced by the Commission.

Chief Bell provided a personnel update for the Fire Department. There are currently 8 openings in the Fire Department. The Chief discussed the recent resignations and retirements for the department. There is a Lieutenant position open, but until the new Eligibility Lists are approved and take effect on June 1st, 2019 there is no one to bring forward for promotion at this time.

Chief Bell recommended Ryan Lesperance for promotion to Fire Engineer. Motion was made by Commissioner Wahlstrand to approve the promotion, and seconded by Commissioner Finn. The promotion was unanimously approved. Chief Bell is planning on bringing forth proposed changes to the officer qualifications for the Fire Department in September.

Chief Bell discussed the proposed Fire Department Engineer, Lieutenant, and Captain promotional eligibility lists as distributed with the packet. Discussion was held. Commissioner Finn made a motion, seconded by Commissioner Pope, and passed unanimously, to adopt the Fire Department Engineer, Captain and Lieutenant promotional eligibility lists as distributed for 2019-2020, effective June 1, 2019.

Chief Bell provided operational updates. The remodel is underway now at Station 5 and is going well; regional EMS contracts have been settled; and the Fire Department is working on putting plans into place for investing in their resources (stations, equipment, etc.) on a schedule.

Chief Bell distributed the 2018 Fire Department Annual Report. Discussion was held.

Elections of Commission officers were held as follows:

President: Commissioner Finn made a motion, seconded by Commissioner Pope, and passed unanimously, to elect Daniel Kincaid, President.

Vice President: Commissioner Wahlstrand made a motion, seconded by Commissioner Kincaid, and passed unanimously, to elect Stephanie Finn, Vice President.

Secretary: Commissioner Wahlstrand made a motion, seconded by Commissioner Finn, and passed unanimously, to elect the Human Resources Specialist, Kelly Shea, Secretary.

Commissioners present signed annual Conflict of Interest Statements.

President Kincaid asked if there are any future agenda items. Discussion was held.

Motion was made by Commissioner Pope to adjourn the meeting, seconded by Commissioner Wahlstrand, and the meeting adjourned at 11:28 a.m.

The next regularly scheduled Police and Fire Commission meeting is July 18, 2019.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.